CITY BUILDINGS AND INSPECTIONS

DIGITAL DOCUMENTS
SUBMISSION GUIDELINES

SUBMISSION MEDIA

All the Digital Files should be located in a Single Directory or Folder in the media.
Compressed files should be PkZip compatible and expand to a single Directory or Folder.
Media types that are currently acceptable will be published at our web site at
WWW.CINTIBUILDINGS.ORG. Acceptable media will include floppy disks, CD-ROM's and ZIP drive
disks.

DIGITAL FILE FORMATS AND COMPATIBILITY

All Submitted Digital Files should be in PC Compatible file formats.
Each Submitted digital file represents a single Drawing Sheet/Plan or document of your project. It
should contain all relevant information. It should not be linked to other external files. (For example: X-Refs
in CAD drawings are currently not acceptable)
All Layers in CAD files should be properly organized and named so that their function can be easily
identified by the Plan Reviewers.
Please try to minimize file size as much as possible by not including hidden layers that are not necessary.
File formats that are supported by our Document Management will be published at our web site at
WWW.CINTIBUILDINGS.ORG. Acceptable file formats include AutoCAD 14 DWG format, DXF
format, ASCII Text files, TIFF Group IV files, JPEG, GIF, Document files like Microsoft Word and Corel
WordPerfect.

SUBMISSION REQUIREMENTS

The Digital Document submittal process is automated to a great degree and it is very important that the
requirements requested below be adhered to accurately.
Two types of submissions are considered.
1) Submitting New documents for the very first time.
2) Providing Revised documents to submitted documents.

SUBMITTING NEW DOCUMENTS

Important Requirment for new Digital Document Submission: An ASCII Text File called "Submittal.txt" should be provided. This file will include a listing of the all Digital Documents submitted in a format specified below.

Each digital file is considered as representing an individual Document or Drawing/Sheet of your Project and be a facsimile of the printed plans and specifications submitted for permit.

Each line of the "Submittal.txt" text file will include a description of a particular digital file. The description line is made up of four components. Each component of the Description Line should be separated by a comma as shown below.

[Document Type],[Sheet Index],[Sheet Description],[File name]

Example of a Submittal.txt:

SITE,1 of 5,Site Plan with Easements,SitePlan.dwg
ARCH,2 of 5,First Floor Plan,Ffplan.dwg
MECH,3 of 5,HVAC Plan - First Floor,Mech.dwg
ELEC,4 of 5,Electrical plan, Elec.dwg
SPEC,5 of 5,Building Specifications,Spec.doc

Components of the Description Line:

DOCUMENT TYPE
CHARACTERS: 4
Current and comprehensive listing of the different Document Types to classify Digital Documents that are submitted can be obtained from our web site at
WWW.CINTIBUILDINGS.ORG

SHEET INDEX
MAXIMUM CHARACTERS ALLOWED: 30
 Provide an appropriate UNIQUE Sheet number or Index Identifier for the drawing or document. The indexing should be based on an orderly organization of all the submitted documents for your project.
- Note: This Sheet Index will be used as the KEY Field when you submit revisions to the Documents.
- Include an Index sheet in a separate file if the submittal is extensive.

SHEET DESCRIPTION
MAXIMUM CHARACTERS ALLOWED: 200
Provide a brief and succinct description of the contents of the Drawing or document.

FILE NAME
MAXIMUM CHARACTERS ALLOWED: 50
- Provide the File Name of the document or drawing.
- The File Name should have a three character file extension indicating the format type.
- Do not include any path information in the File Name.

SUBMITTING REVISED DOCUMENTS

Important Requirement for revised Digital Document Submission: An ASCII Text File called "Version.txt" should be provided. This file will include only the listing of the all revised Digital Documents submitted in a format specified below.

Each digital file is considered as representing an individual Document or Drawing/Sheet of your Project.

Each line of the "Version.txt" text file will include a description of a particular revised digital file. The description line is made up of three components. Each component of the Description Line should be separated by a comma as shown below.

[Sheet Index],[Revision Comments/Date],[File name]

Example of a Version.txt:

1 of 5,Revised Driveway Location 09/25/98,SitePlan.dwg
2 of 5,Updated Stairway 09/20/98,Ffplan.dwg
3 of 5,Revised-09/22/98,Mech.dwg

Components of the Description Line:

SHEET INDEX
MAXIMUM CHARACTERS ALLOWED: 30
- Use the EXACT UNIQUE Sheet number or Index Identifier that was assigned by you to the original submitted document. Revised documents will be associated to the original document based on this INDEX. So it is important that the match be exact.

REVISION COMMENTS/DATE
MAXIMUM CHARACTERS ALLOWED: 200
Provide a brief and succinct description of the revision or just the revision date.

FILE NAME
MAXIMUM CHARACTERS ALLOWED: 50
- Provide the File Name of the document or drawing.
- The File Name should have a three character file extension indicating the format type.
- Do not include any path information in the File Name.

3/1/1999

Some of the commonly used Document Types are:

INDX	Index Sheets
SITE	All site plans
APPL	Applications
ARCH	Architectural Plans
STRU	Structural Plans
MECH	Mechanical Plans
PLUM	Plumbing Plans
ELEC	Electrical Plans
DEMO	Demolition Plans
FIRE	Fire Protection Plans
CONC	Construction details and Plans
SPEC	Specification Documents
MISC	Miscellaneous Documents and plans

Following is a list of supported PC based formats:

CAD AND VECTOR BASED ENGINEERING FORMATS, 2D and 3D

- AUTOCAD DRAWING FILE VERSION 14 Compatible Formats (DWG) without any Embedded Objects
- AUTOCAD DRAWING EXCHANGE FORMAT VERSION 14 Compatible Formats (DXF) without any Embedded Objects
- "INTERGRAPH/MICROSTATION DRAWING FORMAT UP TO 4 (DGN, CEL) "
- "INTERGRAPH/MICROSTATION DRAWING FORMAT 5 (DGN, CEL) "
- "INTERGRAPH/MICROSTATION DRAWING FORMAT '95 (DGN, CEL) "

RASTER BASED ENGINEERING FORMATS

- TIFF GROUP IV
- TIFF JPEG COMPRESSED
- TIFF LZW COMPRESSED

VECTOR GRAPHICS FORMATS

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- ADOBE ILLUSTRATOR
- AMIPRO GRAPHICS FORMAT (SDW)
- COREL DRAW 5.0 (CMX)
- COREL DRAW 6.0 (CMX)
- COREL DRAW 7.0 (CMX)
- LOTUS PIC FILE IMAGE (PIC)
- MICROSOFT POWERPOINT 3.X (PPT)
- MICROSOFT POWERPOINT 4.0 (PPT)
- "MICROSOFT POWERPOINT '95, '97 (PPT)"
- "WINDOWS META FILE, VERSION 1 (WMF) "
- "WINDOWS META FILE, VERSION 3 (WMF) "
- WORDPERFECT GRAPHICS VERSION 1 (WPG)
- WORDPERFECT GRAPHICS VERSION 2 (WPG)

RASTER AND BITMAP GRAPHICS FORMATS

- "ADOBE PORTABLE DOCUMENT FORMAT 1.0, 1.1, 1.2 (PDF)"
- "COMPUSERVE GIF NON INTERLACED 87A, 89A (GIF) "
- "COMPUSERVE GIF INTERLACED 87A, 89A (GIF) "
- CORELDRAW! 5.X BITMAP PREVIEW (CDR)
- JFIF/JPEG IMAGE (JPG)
- PAINTBRUSH PCX (PCX)
- TIFF 24-bit TRUECOLOR
- WINDOWS 3 BITMAP (BMP)
- WINDOWS 3 ICON-RESOURCE (ICO)
- WORD PERFECT GRAPHICS BITMAP (WPG)

WORD PROCESSOR FORMATS

- AMIPRO DOCUMENT 2
- AMIPRO DOCUMENT 3
- AMIPRO STYLE SHEET 2
- AMIPRO STYLE SHEET 3
- MICROSOFT WORD '97 or Later
- RICH TEXT FORMAT 1.X
- WORDPERFECT 6 or Later

DATABASE FORMATS

- ACCESS 97 or Later
- FOX/DBASE DATABASE IV
- PARADOX DATABASE FILE 4.0

SPREADSHEET FORMATS

- LOTUS 1-2-3/4 W
- LOTUS SYMPHONY
- MICROSOFT EXCEL '97 or Later
- QUATTRO PRO for Windows 7.0 or Later

OTHER FORMATS

- ASCII TEXT
- "HTML DOCUMENT 2.0, 3.0"